

EMPLOYMENT REFERENCE CHECK

Date: _____

Position: _____ Division: _____

Applicant's Name: _____ Phone: _____

Reference Contacted: _____ Position: _____

Company: _____ Title/Duties Verified: ☐ Yes ☐ No

1. How would you describe his/her performance (i.e., quality & quantity)? _____

2. What were his/her greatest strengths? _____

3. Were there any areas they need to improve in? _____

4. What was his/her reason for leaving? _____

5. Was the employee dependable as far as attendance is concerned?

☐ Yes ☐ No Explain: _____

6. How well did the employee take instructions and direction? _____

7. Was the employee flexible in adapting to new assignments, or resistant to change? _____

8. How well did she/he work with other people? _____

9. Are you aware of any incidents of threats, intimidation or violence involving this person? _____

10. Did she/he work in customer service or perform public contact work for you? Did she/he deal with irate customers? How effective was she/he in these duties? _____

11. Did the employee write letters for you? Was she/he able to compose letters from general directions? Was grammar acceptable? _____

12. Did his/her job require report writing? If so, were reports timely and accurate? Was writing clear and easily understood by others? _____

13. Would you rehire him/her? ☐ Yes ☐ No Explain: _____

Comments: _____
